CALL FOR TOPICS, RESOURCES, AND PRESENTATIONS

2002 HEARTLAND CONFERENCE

April 30 - May 2, 2002
Kansas City Marriott Downtown
200 West 12th Street, Kansas City, Missouri 64105

As part of planning for the 2002 Heartland Conference, we are soliciting ideas for topics, presentations and resources which will further the capacity of workforce development staff in the Region. Please photocopy and share this form with others, and get us your suggestions by December 20, 2001. All suggestions received by this date will be considered and will provide valuable input to the planning group developing the Conference agenda. Please start by identifying yourself and your organization --- and thanks in advance for your time and interest.

IDENTIFICATION

NAME:
TITLE:
E-MAIL:
ORGANIZATION:
ADDRESS: Line 1
                       Line 2
CITY, STATE, ZIP:
PHONE:
FAX:

WORKSHOP TITLE (please limit to10 words)

WORKSHOP OBJECTIVES (tools, knowledge, insight or ability attendees will gain from session: 3-4 learning objective statements)

HAS THIS PRESENTATION BEEN DELIVERED BEFORE?

- ❑ Yes
- ❑ No

If yes, at what event?

WORKSHOP CONTACT (please indicate who will serve as the primary contact and coordinator for the workshop; this person will receive all confirmation notices)

NAME _____

TITLE _____E-MAIL_____

ORGANIZATION _____

ADDRESS_____

PHONE_____ FAX_____

SPEAKER 1

NAME _____

TITLE _____E-MAIL_____

ORGANIZATION _____

ADDRESS _____

PHONE_____ FAX_____

SPEAKER 2

NAME _____

TITLE _____E-MAIL_____

ORGANIZATION _____

ADDRESS _____

PHONE_____ FAX_____

SPEAKER 3

NAME _____

TITLE _____E-MAIL_____

ORGANIZATION _____

ADDRESS _____

PHONE_____ FAX_____

SPEAKER 4

NAME _____

TITLE _____E-MAIL_____

ORGANIZATION _____

ADDRESS _____

PHONE_____ FAX_____

AUDIO/VISUAL AND RELATED REQUIREMENTS

The Heartland Conference promotes the use of technology and interactive tools. If delivering a workshop using graphic software such as PowerPoint, we ask that one speaker bring a portable computer with needed software, Internet Service Provider, and data projection unit, if applicable. It is highly recommended that all computer-generated presentations for the session be fully integrated into one cohesive presentation, and installed onto that one computer to ensure a smooth running presentation.

Please complete the related equipment needs inventory below:

Computer/Data Projection Equipment: (check all applicable boxes)

Presenters will provide: *Heartland Conference 2002* will provide:

☐ Computer/Modem/Software   ☐ Overhead Projector
☐ Data Projection Unit   ☐ Screen for Projection Unit
                                          ☐ Other _____

Name of Presenter Providing Equipment: _____

Audio/Visual Equipment: (check needed items/resources)

☐ Internet Access   ☐ Handheld Microphone
☐ Lavaliere Microphone   ☐ Podium Microphone
☐ Video Playback Unit and Monitor   ☐ Flipchart/Pens # needed __
☐ Tabletop Microphones (panel presentations only, please) # needed __
☐ Other _____

Room Set-Up: (all rooms will be set classroom or theater style, depending on the size of the room)

Please indicate needs:

☐ Head Table - # persons at table _____ ☐ Other _____

WORKSHOP DESCRIPTION (please complete a short, 75-word description of your session, to be included in the Heartland 2002 conference materials)

PRESENTER BIOS (please include short, no more than 75-word bios for each proposed speaker)